

# DEPARTMENT OF EMPLOYMENT RELATIONS BULLETIN

Date December 10, 1987

Subject

Expanded Certification; Criteria and Instructions for Use.

Number MRS-71 & AA-7

This bulletin transmits revised instructions for requesting expanded certification for racial/ethnic minorities or women, and explains criteria for Division of Merit Recruitment and Selection (DMRS) approval of the requests.

Effective as of the date of this bulletin, agencies may request approval to automatically receive expanded certification for women and racial/ethnic minorities whenever they are eligible for it. A form letter (Attachment A) is provided for making such requests.

Expanded certification will be approved for each classification which is in an underutilized job group. Underutilization exists when the percentage of racial/ethnic minority or female employees in a job group is substantially less than their percentage in the relevant labor pool. "Job groups" consist of classifications which are logically combined by such factors as similar responsibilities, pay ranges, and the nature of the work. All agencies have been provided with lists of job groups indicating the classifications within each group and alphabetical lists of classifications indicating the corresponding job groups. Contact the Division of Affirmative Action at (608) 266-5709 if you need additional copies.

The relevant labor pool is an estimate of the percentage of persons having the requisite skills, experience, training, etc., in the geographical area from which you could reasonably expect to recruit applicants. The relevant labor pool statistics are based on a statewide recruiting area for thirty-two job groups. For fifteen job groups, the relevant labor pool statistics are based on a regional recruiting area. Statewide job group underutilization is based on a comparison of the percentage of current state employees statewide with the statewide relevant labor pool statistics. For the regional job groups, current state employees in the region are compared to the relevant labor pool statistics for the region. Attachment B identifies the job groups which are statewide and those which are regional. Attachment D is a map showing the five labor market regions.

Upon approval, agencies will receive expanded certification for classifications in job groups which are underutilized under either of two conditions:

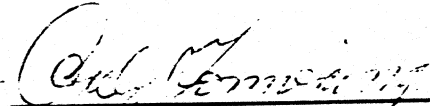
1. Agencies will receive expanded certification for classifications in job groups which are underutilized for the state as an employer. State employee work force underutilization is determined by comparing state employees (across all state agencies and universities) in a job group to the relevant labor pool for that job group.
2. In addition, agencies will receive expanded certification for job groups which are underutilized for that agency. Agency underutilization is determined by comparing agency employees in a job group to the relevant labor pool for that job group.

Attachment B includes the availability percentages for all job groups and indicates which are underutilized across agencies for racial/ethnic minorities, women or both. Attachment C is a list of job groups which are underutilized for individual agencies. The underutilization analysis (Attachments B and C) will be in effect until June 30, 1989, the ending date of the next agency Affirmative Action Plans.

Direct questions regarding underutilization statistics to Jim Lawrence, Division of Affirmative Action, (608) 266-1062. Direct questions regarding expanded certification to Cheryl Anderson, (608) 266-7007 or Jeanne Benck, (608) 267-2411 of the Division of Merit Recruitment and Selection.



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Attachments